



Arizona Department of Revenue

Nexus Unit

1600 W Monroe, Phoenix AZ 85007

Questionnaire Regarding Activities in Arizona

Complete the Information Requested Below and Mail this Questionnaire to the Above Address

Note: The questionnaire can be completed on-line and then printed.

We are conducting a survey to determine the extent of your company's business activity within the State of Arizona. Please check and fill in your responses as indicated. Use additional pages if necessary.

For the purpose of this questionnaire, "Company" refers to the business entity receiving this form.

A. Company Identification

1. Legal business name: _____
Common name (dba): _____
2. Headquarter office address (number and street): _____
City, town or post office _____ State _____ ZIP code _____
Telephone number: (____) _____ Ext. _____ Contact person: _____
Corporate officer Yes ☐ No ☐
3. What type of entity is Company (e.g. sole proprietorship, partnership, trust or corporation): _____
4. Is Company registered as a corporation with the Arizona Corporation Commission? Yes ☐ No ☐
5. State of incorporation: _____ Year of incorporation: _____
6. Month and year Company began initial activity in _____ / _____.

B. Company Filing Status

1. Federal Employer Identification Number: _____
2. What is Company's fiscal year end? _____
3. Has corporation elected to be taxed as an S corp? Yes ☐ No ☐
4. Indicate the tax returns the Company has filed with the State of Arizona:

<u>Tax Return Type</u>	<u>Year Filed</u>	<u>Company Name</u>	<u>License / Tax Number</u>
Corporate	_____	_____	_____
Transaction Privilege	_____	_____	_____
Withholding	_____	_____	_____
Partnership/Sole Proprietorship	_____	_____	_____

If you currently file **BOTH** Corporate Income Tax Returns **AND** Transaction Privilege Tax Returns to the State of Arizona, you may **STOP HERE**.

I declare that the information furnished in this questionnaire is true, correct and complete.

Signature of Corporate Officer, Partner or Owner

Date

Please Print Name and Title

C. Company Activities

1. Principal business types (please check all that apply and describe product or service):

<u>Business Type</u>	<u>Product or Service</u>
<input type="checkbox"/> Retailer	_____
<input type="checkbox"/> Wholesaler	_____
<input type="checkbox"/> Manufacturer	_____
<input type="checkbox"/> Distributor	_____
<input type="checkbox"/> Lessor	_____
<input type="checkbox"/> Other	_____

2. Provide a specific description of **all** business activities within Arizona: _____

3. Has Company ever participated in trade shows, seminars or lectures in Arizona? If yes, please indicate dates attended and describe all activities performed. _____

4. Are any sales activities performed at these shows? If yes, please indicate date(s) and dollar amounts: _____

5. Are ALL sales for resale? Yes ☐ No ☐

D. Company Affiliations

1. Is Company a parent? Yes ☐ No ☐

2. Is Company a subsidiary? Yes ☐ No ☐

If yes, please give name and federal EIN of ultimate U.S. parent: _____

3. Please provide the following information for all affiliates/subsidiaries. (Attach a supporting schedule if necessary.)

<u>Legal/dba Name</u>	<u>Address</u>	<u>*Relation</u>	<u>FEIN</u>	<u>Business Code</u>
A. _____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____

*P = Parent S = Subsidiary A = Affiliate

E. Company Gross Revenue

Please provide the following information for the last 4 years.

<u>Year</u>	<u>Gross Revenue From Sales or Services to Arizona Customers</u>	<u>Year</u>	<u>Gross Revenue From Sales or Services to Arizona Customers</u>
_____	_____	_____	_____
_____	_____	_____	_____

Have sales to Arizona customers been included in the sales factor of any other state? Yes ☐ No ☐

If yes, please list state(s). _____

Employee and Other Activity in Arizona

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Has the Company had employees on the Company's payroll, that normally perform.....
services <u>in a state other than Arizona</u> , but occasionally or temporarily perform work in Arizona? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the Company had any representatives within Arizona at any point in time?.....
(full time, part time, traveling, resident, nonresident, etc.) Check all that apply: | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Commissioned agents..... | <input type="checkbox"/> | |
| b. Independent sales representatives..... | <input type="checkbox"/> | |
| c. Contractors..... | <input type="checkbox"/> | |
| d. Sub-Contractors..... | <input type="checkbox"/> | |
| e. Manufacturers' representatives | <input type="checkbox"/> | |
| f. Missionary agents / Traveling sales representatives | <input type="checkbox"/> | |

Date activities performed:

from ___ / ___ / ___ to ___ / ___ / ___

from ___ / ___ / ___ to ___ / ___ / ___

from ___ / ___ / ___ to ___ / ___ / ___

from ___ / ___ / ___ to ___ / ___ / ___

from ___ / ___ / ___ to ___ / ___ / ___

from ___ / ___ / ___ to ___ / ___ / ___

If yes to either question 1, 2 or both, please give name, address, relationship to Company and duties performed on a separate sheet of paper.

While in Arizona, do any company employees or representatives, as listed above, perform any of the following:

- | | YES | NO |
|---|--------------------------|--------------------------|
| 3. Sell products? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Sell services..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Provide samples for display, dispense or replacement? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, average value of samples: \$ _____ | | |
| 6. Supervise or manage activities of employees and/or other company representation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Perform, install or oversee installation of Company products?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Retain the right to inspect or approve the installation of Company products? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Engage in any repair work?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Engage in any collection activity of any kind?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Handle complaints of Arizona customers?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Inspect products or offer technical assistance about product's use after sale or installation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Conduct lectures or offer training?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Investigate, recommend or appoint potential Arizona dealers, agents or distributors to Company? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Check inventories of customers, distributors, or their customers?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Replace obsolete, damaged, outdated or returned inventories for customers?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Use their Arizona homes as offices?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| a. As a business address?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| b. To meet with business customers? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. To store inventory? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are employees reimbursed for telephone, fax or utility expenses? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Does the company directly pay any of the office expenses?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Does the company list an Arizona telephone number?..... | <input type="checkbox"/> | <input type="checkbox"/> |

	YES	NO
19. Perform any engineering functions?.....	<input type="checkbox"/>	<input type="checkbox"/>
20. Solicit orders for the sale of:		
a. Tangible personal property?	<input type="checkbox"/>	<input type="checkbox"/>
b. Real Estate?	<input type="checkbox"/>	<input type="checkbox"/>
c. Intangibles?	<input type="checkbox"/>	<input type="checkbox"/>
d. Services?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is the service performed inside of Arizona?.....	<input type="checkbox"/>	<input type="checkbox"/>
21. Secure deposits on sales?	<input type="checkbox"/>	<input type="checkbox"/>
22. Personally deliver company products or move company products between points in Arizona?	<input type="checkbox"/>	<input type="checkbox"/>
23. Sign contracts that bind the Company?.....	<input type="checkbox"/>	<input type="checkbox"/>

While in Arizona:

24. Has the Company ever signed or executed any contracts?.....	<input type="checkbox"/>	<input type="checkbox"/>
25. Does the Company do any local advertising (cooperative or other)?	<input type="checkbox"/>	<input type="checkbox"/>
26. Are Company owned or leased vehicles used in delivering your product?	<input type="checkbox"/>	<input type="checkbox"/>

Property Activity in Arizona

A. Property that is owned, rented or leased (Note: lease includes "licensing"):

Does the company currently own or rent or has the company previously owned or rented any of the following in Arizona?

	OWN	LEASE	NONE
1. Real Property:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brief description of real property: _____			
2. Personal Property:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brief description of personal property: _____			
3. Intangibles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brief description of intangibles: _____			

B. Does Company currently or has it previously:

	YES	NO
1. Had Merchandise in Arizona on consignment?.....	<input type="checkbox"/>	<input type="checkbox"/>
2. Conducted any banking activities in Arizona?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please describe.		
3. Maintained a stock of goods or materials in Arizona?.....	<input type="checkbox"/>	<input type="checkbox"/>
4. Held title to any property or placed a lien on any property located in Arizona until the contract price was paid in full?.....	<input type="checkbox"/>	<input type="checkbox"/>
5. Engaged in any franchise operations in Arizona? Please explain.....	<input type="checkbox"/>	<input type="checkbox"/>

The Department reserves the right to request additional information.